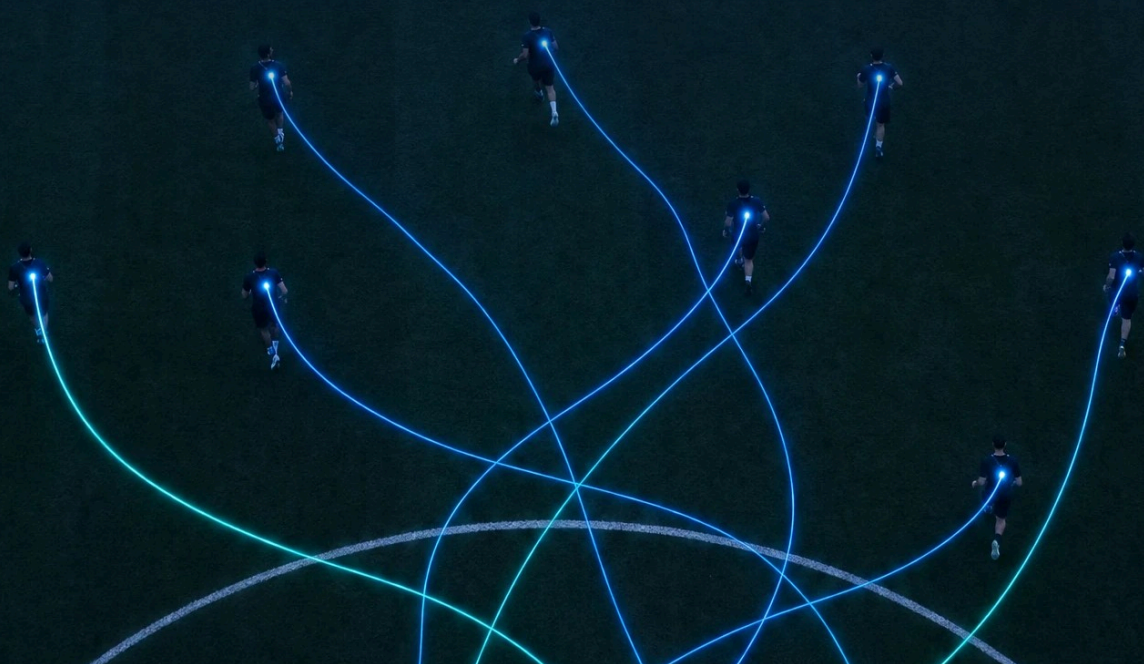


D2.2 Annex A of the training manual

Templates

The working sheets the modules refer to, from the consent statement to the early-warning checklist.

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Templates

The templates keep the numbers the programme gave them, which is why the list goes from A5 to A8; there is no Template A6 or A7.

- A1 Consent and data governance statement (page 4)
- A2 Device selection matrix (page 8)
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- A8 Daily decision rules (page 18)
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- A10 Staff roles for data (RACI) (page 22)

The sections named under “Read about it” are in the training manual, which can be downloaded from wearcoach.sports4.eu/downloads/, and in the modules online at wearcoach.sports4.eu/learn/. The templates can also be filled in on screen at wearcoach.sports4.eu/toolkit/templates/.

A1 Consent and data governance statement

Tells athletes in plain language what you collect, why, who sees it, how long you keep it and how to withdraw, with a consent block to sign.

Please note: This is a starting point. Have it reviewed against your national law before you use it.

Read about it: Module 1, 1.5 First-look ethics and GDPR: the consent baseline; Module 5, 5.2 Data governance and GDPR in coaching practice

Try it online: Data governance self-audit (wearcoach.sports4.eu/learn/integration/)

How to use it

- 1 Describe what your club really does today, not what it intends to do.
- 2 Have the text reviewed locally before you adopt it.
- 3 Brief athletes, and guardians of athletes under 16, before any device is switched on.
- 4 Collect the signatures and keep them with your club records.
- 5 Read the statement again at the end of each season. Policies drift as staff and platforms change.

Example

What we tell the athlete

What we collect: Session RPE after each training session, on paper. Heart rate during training, from chest straps. Position data in selected sessions, from one shared GPS pod.

Why we collect it: To see how hard each week was for each player, so that we can avoid sudden jumps in training load.

Who can see it: Coaches only.

Who we share it with: Nobody.

How long we keep it: Until the player leaves the club, plus 24 months. Then it is deleted.

How to withdraw: Tell the head coach. We stop collecting, and you can ask us to delete what we hold. It changes nothing about selection.

For the club's records

Lawful basis (GDPR Article 6): Consent, Article 6(1)(a).

Basis for health data (GDPR Article 9): Explicit consent, Article 9(2)(a).

The example answers are those of a grassroots youth academy, as in case 4.5.5 of Module 4 and the grassroots football example of the 90-day integration plan (page 15).



A1 Consent and data governance statement

What we tell the athlete

Write each answer in plain language, adapted to the athlete's age.

Club or organisation

What we collect

Each kind of data and the device or form it comes from. Collect only what you need.

Why we collect it

The coaching question the data helps to answer.

Who can see it

Name roles, not people. Scouts, agents and sponsors are not on the list.

Who we share it with

A federation, a national team or a research project needs its own consent and a written agreement. Write "nobody" if that is the case.

How long we keep it

Only as long as the purpose needs.

How to withdraw

Who to tell and what happens next. Saying no must not cost the athlete their place.

Who to ask

One named role and how to reach them.



A1 Consent and data governance statement

Your rights

You can ask to see your data and to have mistakes corrected. You can ask to have your data deleted, within the limits the law sets. You can withdraw your consent.

Consent

Athlete's name

Athlete's signature and date

Parent or guardian (athletes under 16)

Check the age threshold in your country.

Guardian's signature and date

☐ The young athlete received an explanation suited to their age



A1 Consent and data governance statement

For the club's records

Not part of what the athlete signs. It shows that the statement rests on a decision.

Lawful basis (GDPR Article 6)

For wearable data, consent is usually the cleanest basis.

Basis for health data (GDPR Article 9)

Who is told first if data is lost

Certain breaches must be reported to the supervisory authority within 72 hours. A lost laptop counts.

Reviewed against national law by, and on

Next review

A2 Device selection matrix

Compare your options criterion by criterion, so that you can show a board, a parent or a federation why you chose what you chose.

Read about it: Module 1, 1.3 Mapping the device market: category-based comparison; Module 1, 1.4 Validity and reliability for coaches who are not researchers

Try it online: Choosing a device on a real budget (wearcoach.sports4.eu/learn/fundamentals/)

How to use it

- 1 Write the coaching question first. A device that does not help to answer it is unlikely to change your practice.
- 2 Set how much each criterion matters to you, from 0 to 5. Add your own criteria if you need them.
- 3 Score each option on each criterion, from 0 to 5.
- 4 Multiply each score by the weight of its criterion and add them up: that is the weighted score.
- 5 Read the trade-off of the winner before you decide. The point of the matrix is not the winner, it is the reasoning.

Example

Before you compare

Sport, level and number of athletes: Youth football, twenty players aged 12 to 16.

Budget for the season: €1,200

Criteria and weights

Criterion	Weight (0-5)
Fits the budget	5
Accuracy in your sport	4
Athlete comfort and compliance	3
Staff time to run it	3
Data you can export	2

Options

Option	Category	Scores	Weighted score	Trade-off
Paper sRPE logs		5, 3, 4, 4, 3	67	Free and always available; depends entirely on honest daily reporting.
20 chest-strap HR monitors at €60		4, 5, 2, 3, 4	63	Accurate in dynamic work; some youth athletes dislike the strap.
One shared GPS pod, rotated weekly		4, 4, 4, 2, 4	62	Good outdoor data for one player at a time; scheduling overhead.
Consumer watches, athlete-owned		5, 2, 5, 2, 1	56	No purchase cost, but mixed models, mixed accuracy and export limits.
GPS team vests for the full squad		0, 5, 3, 2, 5	45	Best data by far, and roughly fifteen times the available budget.

The example is Mehmet's choice in the device selection exercise of Module 1 on the project website, with the default weights of that exercise.



A2 Device selection matrix

Before you compare

The coaching question the device should help you answer

Sport, level and number of athletes

Budget for the season

Criteria and weights

Criterion	Weight (0-5)

A2 Device selection matrix

Options

One row for each option. Score each criterion from 0 to 5, in the order of the table above. For the category, use the device categories of Module 1.

Option	Category	Scores	Weighted score	Trade-off

Before you buy, read the validation study

Ask the vendor for a peer-reviewed study and look for four things.

- ☐ Sample: who was tested, in what sport, at what intensity.
- ☐ Gold standard: what the device was compared against.
- ☐ Statistic: mean bias and limits of agreement, not just correlation.
- ☐ Ecological match: were the conditions like yours?

A3 Individual athlete profile

One page for one athlete: the mean, SD and today's value of each metric you track, with a flag. Your morning-meeting reference.

Read about it: Module 3, 3.1 Building an athlete baseline that is actually meaningful

Try it online: Baseline and reference-range builder (wearcoach.sports4.eu/learn/performance/)

How to use it

- 1 Collect data for at least 4 to 6 weeks before you fill in the baseline. A baseline built on five days is noise.
- 2 Keep the measurement conditions the same every day, and write them down here.
- 3 For each metric, compute the athlete's own mean and standard deviation (SD).
- 4 Each morning, enter today's value and read the flag against the athlete's own range, not against the squad.
- 5 Never act on one metric alone. Read the flags together.

Reading the flag

- **Green:** within one SD of the athlete's mean. Train as planned.
- **Yellow:** one SD below. Monitor and ask the athlete how they feel.
- **Orange:** two SD below. Modify the session by a predetermined amount.
- **Red:** three SD below. Substitute the session and escalate for review.

The flags are written for a metric where a drop is the warning sign, such as HRV. Where a rise is the warning sign, such as a pain scale or stroke counts, read "above" for "below". For HRV, one day's reading never triggers action on its own: the trend over 5 to 7 days is what matters.

What each flag leads to is written in your daily decision rules (Template A8, page 18).

Example

Athlete and baseline

Measurement conditions: HRV on waking, lying down, controlled breathing, before caffeine. Sleep: the same wearable every night.

Tracked metrics

Metric	Unit	Mean	SD	Normal range (mean $\pm$ 1 SD)	Today	Flag
Morning HRV	ms	69	4.2	64.8 to 73.2	58	Orange

The example row uses the ten readings of the baseline builder, a tool of Module 3 on the project website (mean 69 ms, SD 4.2 ms) and its value for today (58 ms). Ten readings keep the example short; a real baseline needs 4 to 6 weeks.

A3 Individual athlete profile**Athlete and baseline****Athlete**

Initials or a code are enough on a sheet that others can see.

Sport and position**Baseline period**

Dates of the 4 to 6 weeks the baseline is built on.

Measurement conditions**Tracked metrics**

Three to five metrics are enough. A small set of well-used metrics outperforms a large set of unused ones.

Metric	Unit	Mean	SD	Normal range (mean $\pm$ 1 SD)	Today	Flag

Context**What else is going on**

Alcohol, illness, exams, life stress. HRV reacts to all of them.

Baseline last recomputed on

A4 Load calculation sheet

A squad sheet that turns each session's RPE and duration into session load, weekly load and ACWR for every athlete.

Read about it: Module 2, Practical lab: Stat Pack #1; Module 4, 4.2 Load management and the injury-training paradox

Try it online: Load calculator: sRPE, TRIMP and ACWR (wearcoach.sports4.eu/learn/data-tracking/)
The spreadsheet for this template can be downloaded from wearcoach.sports4.eu/downloads/

How to use it

- 1 Compute one session by hand first, so that you know what the numbers mean. Then let the spreadsheet do it.
- 2 After every session, enter each athlete's duration in minutes and RPE (0 to 10).
- 3 If a value is missing, leave the cell empty. A zero says "no load"; an empty cell says "we do not know".
- 4 Read the weekly summary once a week, with the athlete's wellness and your knowledge of the week beside it.

What the spreadsheet computes

- **Session load (sRPE)** = RPE × duration in minutes, in arbitrary units (AU).
- **This week (acute load)** = the total session load of the last 7 days.
- **Chronic load** = the 28-day rolling average of weekly load.
- **ACWR** = acute load ÷ chronic load.
- **Monotony** = mean daily load ÷ standard deviation of daily load, over the week.
- **Strain** = weekly load × monotony.

Reading the numbers

ACWR is a useful prompt, not a verdict. The often-cited range is about 0.8 to 1.3. A spike is worth investigating, and a ratio that stays above 1.5 warrants caution. Do not treat a single number as a yes or no injury predictor: read it with the athlete's history, their wellness and what you know about the week.

Sustained high monotony, especially at high mean load, has been associated with a higher risk of illness and overreaching. Strain is useful to track over weeks, less useful as a single-week decision.

Example

Session log

Date	Athlete	Duration (min)	RPE (0-10)	Session load (AU)
Tuesday	A	60	7	420

Weekly summary

Athlete	This week (AU)	Chronic load (AU)	ACWR	Monotony	Strain	Note
A	3,300	2,400	1.375			Upper edge of the often-cited range. Look at why the week was heavy.

The example is the worked computation of Module 2 (60 minutes at RPE 7; acute load 3,300 AU against a chronic load of 2,400 AU). In the spreadsheet the single sessions are illustrative, built so that the totals equal those of the manual.

**A4** Load calculation sheet**Session log**

Date	Athlete	Duration (min)	RPE (0-10)	Session load (AU)

Weekly summary

Athlete	This week (AU)	Chronic load (AU)	ACWR	Monotony	Strain	Note

A5 90-day integration plan

Fill each field; the examples are a guide.

Examples

1. Context analysis

Grassroots football: Grassroots youth football academy; 20 players aged 12-16; budget €1,200; paper sRPE logs + shared GPS pod.

Para sport: Wheelchair-basketball team; 12 senior athletes; national league; IMU stroke counts + weekly shoulder-pain scales.

2. PDCA question

Grassroots football: Can weekly sRPE-based load flags reduce avoidable overuse complaints this season?

Para sport: Can stroke-count + shoulder-pain monitoring catch overuse two weeks earlier?

3. Metrics (3-5) + personalised thresholds for one named athlete

Grassroots football: Weekly sRPE, monotony, ACWR (from sRPE), wellness. Flag: ACWR>1.5 or 2 wks wellness decline.

Para sport: Weekly stroke count vs 8-wk chronic, shoulder-pain (0-10), wellness, sRPE. Flag: pain ≥ 4 or +1 SD strokes.

4. Governance statement (consent, access, retention)

Grassroots football: Guardian consent (minors), coach-only access, retain 24 months post-season (Template A1, page 4).

Para sport: Explicit athlete consent, medical+coach access, retention per club policy (Template A1, page 4).

5. Communication plan (athletes / parents)

Grassroots football: Brief players + parents at season start; frame flags as 'modify, not punish'.

Para sport: Brief athletes; pain scales collected privately; framing as shared decision.

6. Success criteria at Day 30 / 60 / 90

Grassroots football: D30: logs complete >90%. D60: flags reviewed weekly. D90: fewer overuse complaints vs baseline.

Para sport: D30: monitoring routine embedded. D60: 2 early flags acted on. D90: lower shoulder time-loss.

7. Review checkpoints (calendar dates)

Grassroots football: ___ / ___ / ___ (fill dates)

Para sport: ___ / ___ / ___ (fill dates)

8. Stop conditions

Grassroots football: Stop if logging burden causes drop-off or players show number anxiety.

Para sport: Stop if monitoring adds no decision value or increases athlete anxiety.



A5 90-day integration plan

1. Context analysis

2. PDCA question

3. Metrics (3-5) + personalised thresholds for one named athlete

4. Governance statement (consent, access, retention)



A5 90-day integration plan

5. Communication plan (athletes / parents)

6. Success criteria at Day 30 / 60 / 90

7. Review checkpoints (calendar dates)

8. Stop conditions

A8 Daily decision rules

Your rules for the morning, written before the season: what each flag means for today's session, so the call is not improvised.

Read about it: Module 3, 3.2 Wearable data inside periodisation frameworks; Module 3, 3.3 Recovery metrics: what they show and what they do not

How to use it

- 1 Decide which inputs you read each morning. HRV, sleep and wellness are the usual three.
- 2 For each flag, write what happens to the session. If you cannot name the action, the rule does not exist yet.
- 3 Agree the rules with your staff and tell the athletes before you use them.
- 4 Never act on one metric alone. A yellow flag on one input with the others stable is a question to ask, not a session to change.

Example

The morning check

What we read each morning: Morning HRV, sleep duration, and five wellness items rated 1 to 5: sleep quality, fatigue, soreness, mood, stress.

Who reads it, and by when: The S&C coach, before training.

The rules

Flag	What you see	What happens to today's session	Who is involved
 Green	HRV, sleep and wellness within the athlete's normal range.	Train as planned.	
 Yellow	One input one SD below the athlete's baseline, the others stable.	Monitor. Ask the athlete how they feel. No change to the session.	Coach and athlete.
 Orange	Two SD on one input, or yellow flags on several inputs together.	Reduce intensity or volume by a set amount (for example 30%). Discuss with the athlete.	Coach, S&C coach, athlete.
 Red	Three SD on any input, or the athlete reports symptoms.	Substitute the session. Escalate to medical staff for review before the next exposure.	Coach, S&C coach, medical staff.

Green is the line of the baseline builder, a tool of Module 3 on the project website. Yellow, orange and red are the tiers, actions and people of Module 4 (section 4.4, slide 40) and of its early-warning system builder, also on the website.



A8 Daily decision rules

The morning check

What we read each morning

Who reads it, and by when

The rules

Module 3 speaks of green, amber and red. This sheet uses the four flags of the tools on the project website, so that it matches your athlete profile and your early-warning checklist.

Flag	What you see	What happens to today's session	Who is involved
 Green			
 Yellow			
 Orange			
 Red			

Agreed

Agreed with (staff), on

Athletes briefed on

A9 Early-warning checklist

Your early-warning system on one page: a few inputs, a threshold for each and the action for each flag, agreed with medical staff.

Read about it: Module 4, 4.4 Designing an early-warning system

Try it online: Early-warning system builder (wearcoach.sports4.eu/learn/injury-prevention/)

How to use it

- 1 Work through the five steps in order. Do not leave with a blank one.
- 2 Walk the finished page past your medical or physiotherapy contact and have them sign it.
- 3 Brief athletes and staff before the first flag fires.

Example

Inputs and thresholds

Input	Threshold	Where the number comes from
ACWR (sRPE-based)	Spike above 1.5	Load calculation sheet (Template A4, page 13)
HRV trend	1, 2 or 3 SD below the individual mean	Athlete profile (Template A3, page 11)
Sleep duration	Below 7 hours for 3 consecutive nights	Wearable
Subjective wellness (5 items)	Drop of 1 point or more from baseline	Morning questionnaire

Tiers and actions

Tier	Trigger	Pre-decided action	Who is involved
 Yellow	One input, one SD below the individual baseline.	Monitor. Ask the athlete how they feel. No change to the session.	Coach and athlete.
 Orange	Two SD on one input, or yellow flags across several inputs.	Reduce intensity or volume by a set amount (for example 30%). Discuss with the athlete.	Coach, S&C coach, athlete.
 Red	Three SD on any input, or symptoms reported.	Substitute the session. Escalate to medical staff for review before the next exposure.	Coach, S&C coach, medical staff.

The examples are the inputs, thresholds and actions of the early-warning system builder, a tool of Module 4 on the project website.

A9 Early-warning checklist

The five steps

- ☐ Inputs chosen: three or four, fitted to our sport. Four is the ceiling.
- ☐ Thresholds set for each input, from each athlete's own baseline.
- ☐ Escalation tiers defined: what counts as yellow, orange and red.
- ☐ Actions decided in advance for each tier, in writing.
- ☐ Everyone briefed: athletes know that an orange flag means "modify, not punish".

Inputs and thresholds

Examples by setting. Outdoor team sport: ACWR, weekly strain from sRPE, sleep duration, subjective wellness. Endurance sport: ACWR, HRV trend, sleep, wellness. Indoor team sport without GPS: weekly sRPE load, ACWR from sRPE, sleep, wellness.

Input	Threshold	Where the number comes from

Tiers and actions

Tier	Trigger	Pre-decided action	Who is involved
 Yellow			
 Orange			
 Red			

Sign-off

Squad and season

Reviewed by (medical or physiotherapy contact),
on

Athletes and staff briefed on

Next review of the system

A10 Staff roles for data (RACI)

Who does what with each kind of data, so that no two people decide against each other and no data sits unread.

Read about it: Module 5, 5.4 Integrating into a multi-disciplinary staff

How to use it

- 1 List the kinds of data your staff really handles. Cross out the rows you do not need.
- 2 For each row, write one letter in each column: R, A, C, I, or leave it empty.
- 3 Check every row against the two ways this fails. Several staff make conflicting decisions because nobody owns the data domain. Data sits unanalysed because everyone assumed someone else was responsible.
- 4 Put the weekly performance meeting in the calendar. It is what makes the system stick.

Example

The matrix

Data domain	Head coach	S&C coach	Analyst	Medical	Assistant coaches	Sport psychology
Daily readiness screen	I	R	C	C		
Weekly load report	A	R	R	I		
Early-warning flags	A	R	I	C		
Red flag and referral	I	C	I	R		
Consent and retention	A	I	C	C		

The example is the matrix shown in the training slides for Module 5.

A10 Staff roles for data (RACI)

The four letters

- **R, Responsible:** does the work.
- **A, Accountable:** owns the decision.
- **C, Consulted:** is asked before the decision.
- **I, Informed:** is told afterwards.

The matrix

Data domain	Head coach	S&C coach	Analyst	Medical	Assistant coaches	Sport psychology

Suggested rows: Daily readiness screen; Weekly load report; Early-warning flags; Red flag and referral; Consent and retention

Weekly performance meeting

Day and time

Who attends

Agenda

Anchor it to last week's monitoring outputs.



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These templates are Annex A of the WEARCOACH training manual, which was written by Focus Coaching Academy for the WEARCOACH project. The templates were added by the project team from the same material. Wellnist, the coordinator, prepared this edition and publishes it.